

SUMMARY MINUTES

DOI Safety & Occupational Health Council Meeting Arlington, VA; Fish and Wildlife Service Headquarters February 8-9, 2006

1. Attendees: Staci Atkins, MMS; Louis Rowe, NPS; Mary Parkinson, FWS; Bill Miller, USGS; Linda Rowley, BOR; Carl Messick, NBC; Bob Garbe, OS; Jim Meredith, OS; Harrison Daniel, OS; Joleen Macek, invited speaker, DOIU; John Gould, conference call, NIFC.

2. Approval of Minutes: Minutes of October 18-19, 2005, meeting were approved.

3. 2006 Meeting Schedule:

February 8-9, 2006 – Arlington, VA
May 23-24, 2006 – Santa Fe, NM
August 22-23, 2006 – Washington, DC
December 5-6, 2006 – Phoenix, AZ

4. Budget/Initiatives:

FY 06 safety initiative remaining funds are \$40K. Outlook for FY 07 is \$150 - 200K. Options for FY 06 included SMIS hardware updates, SMIS training assistance, support of web-based training modules. Final ideas for options and selection of FY 07 initiatives are Action and agenda items for May 2006 meeting.

Discussions centered on the issues of declining budgets and S&H initiative funds, dilution of workplace safety and health functions with competing emphasis on security, enforcement and environment, maintaining adequate and trained staff, failure on meeting annual SHARE Initiative goals, and prospects of transferring the SMIS responsibilities to the National Business Center. Result was to have the Council formulate a “status paper” that reviews and address current topics of program direction, budget structure, and continued staffing of trained staff. A 6-page Occupational Safety and Health Workforce Statistics and Trends FY 2005 was passed out with information dealing with Succession Planning, Staffing Standards, and Workforce Dilution. 3 attachments included DOI demographics and safety certification.

A motion carried to extend the next meeting one day to prepare the “status paper” to submit to the DASHO Council. This action is to be discussed with the Department DASHO with consideration of its discussion at the next DASHO meeting.

5. FY 2007 Budget Initiatives: Initiatives are to be prioritized with defined scopes-of-work at the May 2006 Council meeting. Present potential list is contained in the May 2006 minutes and include: Bureau S&H Evaluations, Medical Monitoring and Hearing Conservation, Performance Metrics, Safety Week Resources, and 7 Training Related Initiatives – Core Competencies, Supervisory & Employee Training, Intern Training Program, Driving Safety, Firearms for Non-Law Enforcement, Serious Accident Investigation, and Automated Safety Inspection.

6. Safety Week/Day:

Safety Week is to be observed the first week of April, 3-7. Information and examples of past successful activities and events will be posted in SafetyNet the last week of February to assist sites in promoting safety and health.

As April initiates Interior's busy spring and summer seasons and with sites experiencing scheduling difficulties, it is recommended that proclamations establishing Safety Week and Safety Day give allowances for scheduling activities outside the designated period.

7. SMIS Update:

OHS will request a representative from each bureau to serve on a SMIS Users Group. This group will focus on the continuous updates and improvements to the system necessary to keep SIMS effective and include changes required.

A help desk function needs to be established with each bureau having a central contact. Such a service would address bureau specific items and issues passwords, not being connected, and basic help functions. The responsible parties would be listed in SMIS. The function could list the most common problem encountered and provide solutions. Initial task is to estimate the type of queries and issues a help desk would include.

A motion passed to adopt OSHA 300 language and definitions of rates, recordability and DART. All bureaus and management would use the same definitions and metrics. The old system would continue to be listed in SMIS for a period.

Discussions involved the prospect of SMIS being transferred to the National Business Center. This resulted in issues of SMIS being managed as a purely IT system, designing a model for keeping it as currently functioning under working capital funds, shifting focus to include leading indicators of accidents and injuries, and considerations of a business plan from both perspectives – transferring or keeping the same.

8. SHARE Initiative: Department-wide Initiative goals were met for the first 3 quarters of FY 2005. Data from the fourth quarter prevented Interior from meeting the annual goal for lost-time injury reduction. With July, August, and September being many of the bureau's busiest months this is not completely surprising. OHS is preparing a statement on the missed goal – why and in what areas did the lost-time incidents occur.

9. Cell Phone Policy: A Draft Policy on "Cellular Telephone Use While Driving" was distributed that provided the Purpose, Policy, Operational Recommendations, Discussion, and Questions and Answers. The policy has been developed in coordination with the National Safety Transportation Administration (NSTA). A package of materials discussing cell phone use and investigations was included. Council members were requested to review and comment on the draft policy within two weeks.

10. Core Competencies, Occupational Safety and Health Bulletin # 06-01:

This Bulletin establishes Interior's policy on Core Competencies for employees who are Occupational Safety and Health Professionals or who are assigned as Collateral Duty Safety Officers (CDSO).

The draft Bulletin was distributed to the Council. Bureaus are at various stages of final review that will be completed by March 10th. The transmittal letter to bureau heads and offices from the DOI DASHO was approved.

11. Department Manual DM 485: Revision Schedule: All 29 chapters of the DM were assigned to the bureaus and the Office of the Secretary. Chapters 1 thru 9 are to be completed by August 2006 with Chapters 4,5,6,8 and 9 being reviewed at the May 2006 Council meeting.

Responsibility by Chapters – OSM, Chap 1; BLM, Chap 2; MMS, 3,15; USGS, Chaps 4, 9, 12, 13, 21, 28; FWS, Chaps 5, 20; BIA, Chaps 6, 16; NPS, Chaps 7, 10, 14, 19, 23, 25, 27; BOR, 11, 24; NBC, Chap 8; DOI-OS, Chaps 17, 18, 29; Watercraft Working Group, Chap 22; Chap 16, Emergency Response Safety..

12. DOI S&H Seminar: Following cancellation of the 2006 DOI S&H Seminar, there are no plans to hold or reschedule another such activity in 2006. It was entertained that if a significant number of safety employees were scheduled to attend a national safety conference/workshop, such as the National Safety Council Annual Meeting, it could be possible to chose a number of bureau-conducted/related agenda items from the 2006 plans and have an "add-on" activity for DOI employees.

In discussing holding joint H&S meetings with other organizations, such as environment, security, and human resources, the consensus was that there is little project or mission overlap among the groups. To be effective for the S&H community, only a separate, track type structure would benefit the program's mission.

13. OSHA 6000 Training Courses: Joleen Macek of the DOIU provided a handout and an update on the status of the OSHA Course Equivalent online training. The DOI tailored modules are to be available on the new Departmental Learning Management System, supported by GeoLearning Systems. Pilot, beta tests are to be performed during April 2006 with CD-ROM versions available for offices without internet access. Safety Managers will need to work with their bureau DOI LEARM implementation managers and DATA stewards. A DOI memo is to be released that will also be posted on *SafetyNet*. The LMS allows for administration and tracking of employees' progress. The course will be designated as OSHA Equivalent until approved by OSHA.

14. National Interagency Fire Center Update, NIFC, Update: John Gould, via conference call, briefed the Council on (1) NIFC's activities in establishing All Risk Response Plans to Hurricane Events, and (2) Field Radio Issues. The all risk team objective is to have employees trained in both risk and policy guidance and familiar with mission and project specific issues. The plan integrates the requirements of the fire community with OSHA's S&H responsibilities and EMT coordination to develop knowledgeable specialists.

NIFC is continuing to resolve issues to improve radio communications during responses. Issues include technical training in proper use under ranges of environmental and response conditions, proper band width selection, and overall safety and health issues.

15. DOI Awards: Twelve 2006 DOI S&H awards are to be presented – 5 Professional Service Awards and 7 Safety Awards of Merit as follows:

Professional Service: Coleman, USGS (Previously awarded); Brown, BOR; Miyake, FWS; Powell, NPS; Ross, BOR.

Safety Award of MERIT: Amarillo Field Office, BLM; Bartlett, BLM; Daniel, OS; Duffield, USGS; Jensen, FWS; Knutson, BLM, Summers, USGS.

OS Washington Office is responsible for the printing, signing and distribution of the award certificates. Harrison Daniel will send the information for the certificates, the plaques, and a description of the accomplishment for each recipient by March 15, 2006.

16. Medical Monitoring Issues. USGS passed out a 2-page handout citing five conditions required for an effective medical monitoring program including recommendation on how to address the concerns. S&H managers are requested to review these issues and respond back to the Council. Tim Radtke, active with the DOI Industrial Hygiene Work Group will be made aware of the information. Medical monitoring is also a proposed FY 07 initiative.

Next scheduled meeting: May 23-25, Santa Fe, NM, hosted by National Park Service

Action Items

Safety Council Action Items from Feb 8-9, 2006, Meeting:

- Request for SMIS USER's Group - OHS
OHS to request of bureaus
- SMIS Help Desk Support – OHS
to include individual bureau support staff
- Ideas for FY06 Initiative funding before May Meeting - ALL
- Discuss with DASHO – May Meeting Status Paper – Atkins

- DASHO Standardized Briefing Charts and Incorporate into SMIS – OHS
- Cell Phone Policy Handout; Comments to NPS – 23 February – ALL
- Core Competency package to bureaus for comment – OHS
- DM Revisions – Comments on first Nine Chapters – Aug 6 – ALL
- Flesh out 07 Initiatives – prepare to discuss at May meeting – ALL
- Workforce Profile Comments by 1 March to OHS – ALL
- Awards -- Harrison to forward certificate information – March 15
- HazWoper Refresher Training via Online; check with OSHA - USGS